

Combe Florey Parish Council

Date of Meeting: Tuesday 27 th May 2025 7:00 pm At Combe Florey Village Hall	Written by: Gemma Coombes (Parish Clerk)
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Annual Parish Council Meeting Minutes**Councillor's Present**

Cllr Robin Cleverly (Chairman)
 Cllr Jacquey Newton (Vice Chair)
 Cllr Neil Truby (RFO)
 Cllr John Passingham
 Cllr Adriana Truby

In attendance

Gemma Coombes – Parish Clerk
 Parishioners x 1
 Cllr Mike Rigby – Somerset Council

2025/36) Welcome by Clerk

The Clerk opened the meeting and thanked people for attending. It was explained that this is the Annual Parish Council Meeting and the first order of the day would be the election of the chairperson for the forthcoming year; at this point the meeting would be handed over to the new chair.

2025/37) Apologies for absence

None received.

2025/38) Declarations of Interest

None declared.

2025/39) Election of Chairperson for forthcoming year

The clerk called for nominations for chairperson for the forthcoming year:
 Cllr Passingham proposed Cllr Cleverly to be chairperson, seconded by Cllr Newton; all in favour.

2025/40) Election of Vice Chair Person for forthcoming year

The Chairman called for nominations for vice chairperson for the forthcoming year.
 Cllr Passingham proposed Cllr Newton, seconded by Cllr Cleverly; all in favour.

2025/41) Approval of last meetings minutes

The minutes from the 17th of April 2025 were not able to be signed as there were no paper mins available. These will be signed at the July meeting.

2025/42) Setting Councillors portfolios for forthcoming year

Cllr Robin Cleverly (Chair)
 Cllr Jacquey Newton (Vice-chair, planning and Village Hall committee member until a new councillor is found)
 Cllr Neil Truby (RFO)
 Cllr John Passingham (Highways and footpaths / Village maintenance / Village garden)
 Cllr Adriana Truby – Resigned formally at this meeting with immediate effect.

2025/43) Public participation

No comments

2025/44) Matters Arising / Matters brought forward from Annual Parish Meeting**1. Enhanced highway maintenance scheme.**

We are not going to be doing anything at this stage.
 Remove from the agenda.

2025/45) Somerset Council report (Cllr Rigby / Cllr Sully)

Cllr Rigby attended the meeting, he did not have much more to add than when he attended the Annual Parish Meeting two weeks ago, he did give some brief updates and offered some input on other matters on the agenda.

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Signed: [Chairman]

Broadband companies are talking about vouchers for the broadband issues again. As there are only 4 houses in scope for the scheme there would not be enough money. There are 17 houses in total that do not have high speed broadband in the parish.
The footpath that needs to be moved is still ongoing and will continue to move forward.

2025/46) Policing Report

None relevant to Combe Florey

2025/47) Planning**1. Current planning applications**

Nothing new.

2. Other planning matters

Nothing new.

2025/48) Finance**1. Account balances**

I. Current account - £17,097.94 before tonight cheques have been taken off.

2. Review of accounts to 5 April 2025

The RFO (Responsible Financial Officer) gave a review of the year's accounts which included the following:

3. Annual Governance & Accountability Review

- a) Confirmation that Part 1 not applicable
 - Part 1 is not applicable to a council of our size.
- b) Result of Internal Auditor Review
 - Internal audit report has been conducted and by the internal auditor and have been signed.
- c) Date set for the period of exercise of public rights
 - Will be set out on website and on notice board
- d) Part two
 - Certificate of Exemption and completion checklist – signature and adoption by Chairman and RFO
 - Confirmation that a statement of variances prepared and available
Signed and adopted Proposed by Cllr Cleverly and seconded by Cllr Newton with all in favour.
 - Confirmation of Internal Controls and their operation in year
Signed and adopted Proposed by Cllr Cleverly and seconded by Cllr Newton with all in favour.

2025/49) Certificate of Examination – AGAR 2024/25 Form 2

Signed by the RFO and chairman. All in agreement to sign and accept

2025/50) Section 1 – Annual Governance Statement 2024/25 – signature and adoption by Chairman and Clerk (with minute reference)

Signed and adopted. Proposed by Cllr Cleverly and seconded by Cllr Newton with all in favour.
Signed by Clerk and Chairman

2025/51) Section II – review of Accounting Statements 2024/25 – adoption and signature by Chairman, RFO and minute reference

Signed and adopted. Proposed by Cllr Cleverly and seconded by Cllr Newton with all in favour.
Signed by Chairman and the RFO.

2025/52) Signature and adoption of Accounts by Council

1. Income & Expenditure Statement, including bank reconciliation and statement of fund movements
2. Day Book
3. Cash Book
4. Fixed Asset Register
5. Statement of Variances

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Signed: [Chairman]

All the above were read out by the RFO and signed as being correct by the Chair in front of the council and the parishioners

2025/53) Submit to PKF once approved and adopted accounts have been signed off by internal auditor

This will be submitted by Cllr N Truby now that it is fully approved and has been signed off at this meeting.

2025/54) Other Parish Financial matters.

1. To consider Receipts and Payments and bank reconciliations for the current financial year to date

- a) As per the financial statement read out.

2. To consider receipts and payments arising since last meeting

- a) No new receipts

3. Invoices for payment

- a) Parish Clerk wages, expenses (April - May 2025 inclusive) £258.60 (before deductions)

Proposed by Cllr Newton Seconded by Cllr Cleverly. All in favour

- b) HMRC

Proposed by Cllr Newton Seconded by Cllr Cleverly. All in favour

- c) Neil Truby Parish Meeting refreshments £37.75

Proposed by Cllr Newton Seconded by Cllr Cleverly. All in favour

- d) SALC subscription £121.56

Proposed by Cllr Newton Seconded by Cllr Cleverly. All in favour

- e) Insurance to a maximum of £496

The renewal was above £400, we have had a quote for £215 from Zurich, the only thing missing seems to be trustees liability insurance.

Proposed by N Truby to take up the Zurich insurance, seconded by Cllr Cleverly all in favour.

4. Any other invoices submitted after agenda set for consideration by Council

- a) None

5. To consider a recommendation for re-grading of Parish Clerk role

- a) There was a recommendation from SALC of the band range, it is accepted by all members of the council
£14.46p per hour.

2025/55) Topics raised at the Annual Parish Meeting

1. CIL funding, consider the suggestions raised at the annual parish meeting.

a) Burial ground extension

Extend into the field backing on to the burial ground. If a Parishioner could buy the field from the current owner they would be prepared to donate a section to the Church and landscape etc.

b) New railings for the burial ground.

We need to understand if this is eligible for CIL money.

c) Feasibility study into a footpath close to the A358 from the West Bagborough turn (campsite and holiday cottages) to the Farmer's Arms,

We could carry out a feasibility study but we could not own the footpath. We could make suggestions and propose them to Somerset Council.

d) Improvements to the state of Honeyball Lane, including deterrence of and barriers to the deer.

Will be further discussed at a later date.

e) A bus shelter for young people who are collected from the Village Hall car park by school and college buses.

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Signed: [Chairman]

The Village Hall is private land. We could enter discussions with the Village Hall as to if this could be a community asset.

f) Improvement to the bus shelter on the A358 near the easterly part of Combe Florey.

Somerset Council own some bus shelters and others are owned by Parish Councils, we do not know who owns this one. [Post meeting note: Somerset Council ,have no record of owning it and think it is owned and maintained by the Parish Council.]

The bus shelter is a long way from the road, this means if you use it, you can't see the bus coming and the bus can't see you.

g) Repair to the bent rail on the bridge by the easterly entrance to Combe Florey from the A358.

Somerset Council will not stop us repairing the rail on the bridge, they do not have the financial ability to do this now and will no longer stand in the way of those wishing to carry out these repairs. It is advised to inform Somerset council as a courtesy.

h) Churchyard single gate to the West and double gates to the East are in a poor state of repair.

As above with the Church railings.

i) Rubbish bins in the village.

Further investigation will be done at a later date.

2. Other suggestions raised to be considered by the Parish Council through the year.

a) Overhaul/replacement of reflective bollards on the A358 near the West Bagborough turning.

This has been resolved, and all are back in place.

Remove from agenda

b) Increased volume of traffic through Combe Florey, and the speed at which some of it travels.

Noted that the proposed new development of 5 homes at Hawkins Barton will add to the volume.

There can be a speed monitoring device adding in the Parish.

The national speed limit sign means that or a speed appropriate to the environment.

The Parish would be responsible for the cost of lowering the speed limit and this would be approx. £10K -£15K.

Bev Norman is the person in Highways to speak with ref to reducing speed limits.

c) Rising spring close to the grass verge at the front of the Church. A new salt bin for this location or capturing the water and piping it to the drain could be considered.

The drain is at road level, there can be a piece of pipe at added but this will be at road level as well.

It was asked why this has now become an issue? At times the verge gets driven on and the grass then blocks the drain and prevents the drain taking the spring water.

There is a chance to add a salt bin to prevent any ice in winter.

d) Safety of the turning onto the A358 close to the Farmer's Arms, views along the main road are heavily obscured in both directions.

This was discussed with Cllr Rigby, and this has been talked about in the past and there is nothing more that can be done at this stage. There are flashing signs and the resurfaced road surface.

To do anything more would be approx. ½ a million in cost to Somerset Council.

Remove from agenda until more serious issues arise.

e) Repair to the bent rail by the easterly entrance to Combe Florey from the A358

See above.

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2025/56) Highways and Footpaths

Road signs on both end of the village have been redone as has the village notice board. The finger posts have started to show signs of rust, this is very disappointing.

2025/57) Village Maintenance**1. Village Garden – Update**

The gardeners are due to come back this Friday. It has been hard to get them to come back this time but we hope to get them to come back on specific dates.

2025/58) LCN update on last meeting

Nothing

2025/59) Village Hall - Status report

Nothing since last meeting.

2025/60) Setting Dates for forthcoming year

The Council decide to set the meetings for the forthcoming year. Future meetings will start at 18.00 hours as agreed by all Council members.

July 29th 2025

September 23rd 2025

November 25th 2025

Jan 27th 2026

March 24th 2026

May 5th 2026 – Annual Parish Meeting 7pm

May 26th 2026 – Annual Parish Council Meeting

2025/61) Topics for future meetings

Nothing

2025/62) Correspondence

Nothing raised.

2025/63) NEXT MEETING:

Parish Council Meeting: Tuesday 29th July 2025 7.00pm, Combe Florey Village Hall

Meeting closed at 20.17

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Signed: **[Chairman]**